



LAURI ANN WEST
COMMUNITY CENTER
JOB DESCRIPTION

POSITION TITLE:

Arts & Enrichment Instructor (Assistant Group Supervisor)

SUMMARY DESCRIPTION:

Under the guidance of the A&E Director, the Arts & Enrichment Instructor is responsible for providing day to day supervision and appropriate interaction with students, providing homework assistance, planning and implementing activities, maintaining daily rosters, maintaining communications with A&E Director, and promoting a safe, caring, and fun environment.

ESSENTIAL FUNCTIONS:

- Oversee and teach daily enrichment activities to students
- Work cooperatively with other instructors and staff personnel
- Communicate with the A&E Director
- Positively engage all parents, members, guests, and staff
- Daily supervise children
- Learn first and last names of all students in the program
- Complete check-in/out attendance sheet along with attendance communication with office staff
- Enforce safety regulations and apply appropriate policies and procedures
- Plan, implement, set up, and clean up activities
- Follow all Department of Public Welfare Child Day Care licensing requirements
- Daily clean up of rooms used including:
 - Wiping of tables and flat surfaces
 - Putting away supplies
 - Clearing carpeted and linoleum floor of large debris and obstacles
- Submit a weekly lesson plan
- Provide a list of needed supplies and work with the A&E Director to have them ordered
- All other tasks assigned by supervisor

QUALIFICATIONS/EDUCATION/EXPERIENCE REQUIREMENTS:

- High School Diploma or a general educational development certificate and 30 credit hours from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field. - or -
- High School Diploma or a general educational development certificate, including 600 or more hours of secondary training. - or -
- High School Diploma or a general educational development certificate, 15 credit hours from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field and 1 year of experience with children. - or -
- High School Diploma or a general education development certificate and completion of a post-secondary training curriculum. - or -
- High School Diploma or a general educational development certificate and 2 years experience with children.
- Knowledge of state health and safety requirements or standard day care policies and procedures ● Specific subject area expertise preferred (art, music, etc)
- Calm, patient, and engaging

- Responsible and punctual
- Detail oriented with an ability to handle multiple children during peak hours of service
- Able to work effectively with all members of the community as well as coworkers
- Able to communicate well with parents as well as children
- A medical physical within the previous 12 months
- A Mantoux TB Test within the past previous 12 months
- Pediatric First Aid and CPR Training
- PA State Criminal Background Check
- Child Abuse Clearance
- FBI Fingerprint Clearance
- Mandated Reporter Training
- NSOR Clearance

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

- This position requires frequent walking, sitting, bending, stooping, periodically standing for long periods, using hand or fingers to manipulate, touch, or handle, and climb stairs.
- The work environment noise level is typical of a moderately noisy standard business with equipment running and members entering and exiting.
- Vision abilities required by this job include near and far vision, depth perception, and to differentiate colors.
- Frequently will need to lift or push up to 15 pounds, periodically up to 30 pounds.

JOB TYPE:

- Part Time
 - 3:00pm - 6:00pm on regular care days during the school year (students arrive via bus at 3:45pm)
 - 8:30am - 6:00pm on full care days during the school year
 - 11:30pm - 6:00pm on half care days during the school year
 - There are also opportunities to work during the summer at our summer camps

SALARY:

\$20.00-\$22.00/hour

Signature

Date

The Lauri Ann West Community Center is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. The Lauri Ann West Community Center does not discriminate on the basis of disability, veteran status or any other basis protected under federal, state or local laws.